

UNITED STATES DISTRICT COURT FOR THE
DISTRICT OF NEW HAMPSHIRE

**ACCESSING COURT RECORDS ARCHIVED AT THE
NATIONAL ARCHIVES AND RECORDS ADMINISTRATION (NARA)**

U.S. District Court cases are archived and shipped to the NARA facility in Waltham, Massachusetts, on the following schedule: civil cases 1 year after closing, criminal cases 2 years.

National Archives and Records Administration 380 Trapelo Road Waltham, MA 02452-6399	Phone: 781-663-0130 Fax: 781-663-0153 Research Room (toll free): 866-329-6465 (Please call before departing for the facility to confirm that the case file has been located and is available for viewing.) E-mail: waltham.center@nara.gov Web site: http://www.archives.gov/facilities/ma/boston.html
---	---

There are several ways to review or obtain copies (certified and non-certified) of entire case files or individual pleadings from a file that has been archived:

FROM THE CLERK'S OFFICE

For a prepaid \$45 retrieval fee, the Clerk's Office will order the case file from NARA and have it shipped to the courthouse. The normal retrieval time is 5 business days. When received by the court, you will be contacted so that arrangements can be made for viewing or copying and, if requested, certification of documents.

FROM NARA

You may also access our court records directly through NARA. They offer the following options:

- review of court cases on site at the Waltham facility
(You will need to call NARA to schedule an appointment.)
- copies of court cases by mail or fax
- certified copies of court documents

For specific details on these options including copy/certification charges, methods of payment, and arrangements for delivery of documents, please call NARA or refer to http://www.archives.gov/facilities/ma/boston/court_records.html.

NARA requires certain information in order to process your request, so before contacting them, obtain the following data from either the Clerk's Office or the PACER docket (look for the docket entry: NARA File Location):

Court location: U.S. District Court for the District of NH, Concord, NH
Case file number: _____
Case file name(s): _____
Transfer number: 021-_____
(f/k/a Accession number)
Location number: _____
Box number: _____